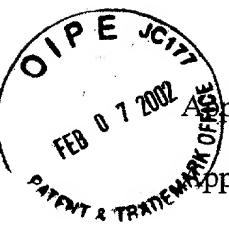


#3



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Application of: Roger Kitain *et al.*

Application No.: 09/973,184

Group Art Unit: 2151

Filed: October 10, 2001

Examiner: To Be Assigned

For: A METHOD AND SYSTEM FOR
MANAGING A DIRECTORY WITH
A TEMPLATE

Attorney Docket No.: 9803-108-999

**RESPONSE TO NOTICE TO FILE MISSING PARTS
OF NONPROVISIONAL APPLICATION**

BOX MISSING PARTS

Assistant Commissioner for Patents
Washington, D.C. 20231

Sir:

In response to the Notice to File Missing Parts of Nonprovisional Application, mailed by the U.S. Patent and Trademark Office on November 7, 2001, Applicant submits the executed Declaration and Power of Attorney and Substitute Drawings understood to have appropriate margins for the above-identified application. A copy of the Notice is attached.

A fee of \$870.00 is believed to be due for this submission (\$740 for the basic filing fee and \$130 for the late filing fee). An additional fee for an extension of time is authorized on an accompanying Petition for Extension of Time. Please charge the required fees to Pennie & Edmonds LLP's Deposit Account No. 16-1150.

Respectfully submitted,

Date February 7, 2002

For: Gregory J. Gonsalves Reg. No. 43,639
Francis E. Morris Reg. No. 24,615

PENNIE & EDMONDS LLP
1667 K Street, N.W.
Washington, DC 20006
(202) 496-4400

Enclosures

#3



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D C 20231
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/973,184	10/10/2001	Roger Kitam	9803-108

CONFIRMATION NO. 4486

FORMALITIES LETTER



OC000000007037599

20582
PENNIE & EDMONDS LLP
1667 K STREET NW
SUITE 1000
WASHINGTON, DC 20006

Date Mailed: 11/07/2001



NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 870.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

02/11/2002 NBERNE 00000011 161150 09973184

01 FC:101 740.00 CH
02 FC:105 130.00 CH

Customer Service Center
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

[illegible]